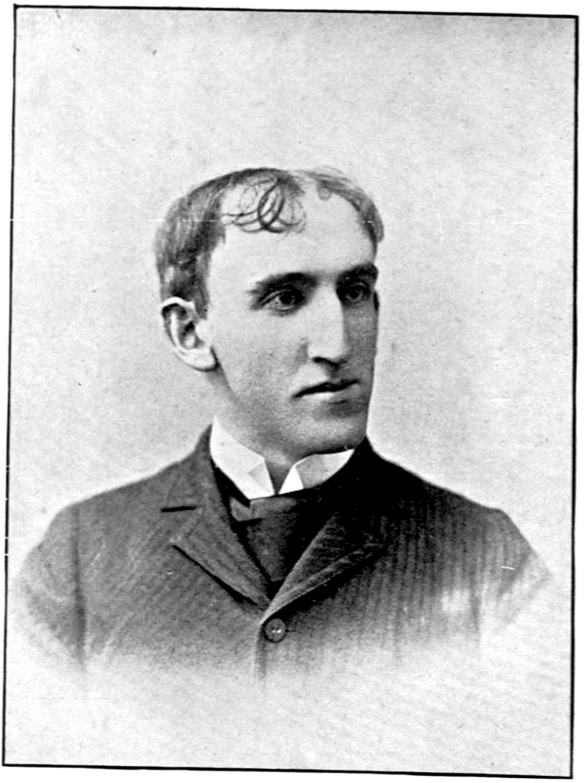
Typewriting

Mc Gurrin



Fraternally Yours

Thurston McGuire

McGURRIN'S METHOD

—: OF :—

Typewriting.

A Manual of Direction and Instruction in the Use of the Typewriter. A Treatise on the

ALL FINGER METHOD OF OPERATING.

Containing Carefully Selected Matter for Practice.

Especially Designed for Colleges, Students and Operators of all Classes,

—: BY :—

CHAS. H. McGURRIN.

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FROM THE PRESS OF
IHLING BROS. & EVERARD.
KALAMAZOO, MICH.

To the Pioneer Expert Typewriter Operators, who by their efforts have won not only the admiration but induced imitation on the part of many who have likewise met with success in their endeavors, is this book respecfully dedicated.

Kalamazoo, December 5th, 1892.

INTRODUCTION.

Having had a somewhat extended experience as a stenographer and typewriter operator, and having been intimately associated for a number of years with professional stenographers, amanuenses and colleges, and having been frequently urged by them for my methods of operating the typewriter, I have concluded to embody in the following pages such methods as I employ and advocate, to most quickly and easily acquire accuracy and speed in the use of the typewriter.

I do not think it would be a fair statement to make here that *every* operator is capable of attaining a high rate of speed; but I *do* believe that every operator not already an expert, by pursuing the methods herein set forth, can unquestionably acquire a much higher speed than he now has. I would not have it understood that it is impossible to learn to operate the typewriter without special instruction. I think it is quite possible to do so; but in this age of specialists, where everyone must become an expert in his own line of business, if he hopes to achieve the highest success, it is certainly wise to adopt those methods which will *most easily* and *quickly* accomplish the desired end. While I believe that it is possible to learn to operate the typewriter without instruction, I *do not* believe it is possible to acquire the highest speed, or accomplish the *best results*, without learning and practicing some systematic method. Thus, to enable *all* to accomplish the *best results* on the typewriter, is the chief aim and object of this book.

McGURRIN'S METHOD OF TYPEWRITING.

THE METHOD.

1. The line of instruction herein advocated, necessitates the expenditure of no more, and in many cases not so much time as other methods which invariably result less advantageously to the operator. By following closely the principles here laid down, operating will be made comparatively simple, at the same time, thorough. It will enable those who may be contented with a limited speed to rapidly acquire it. It will aid such as are desirous of attaining to the highest proficiency in the art of typewriting, to do so most quickly and effectually.

THE MACHINE SHOULD BE UNDERSTOOD.

2. Every operator should appreciate by what means the employers' interest will be best subserved. It becomes necessary, therefore, that the manner of using the machine be thoroughly understood; that the correct method of operating be acquired and employed; that the means by which the best work is produced be known; to the end, that the greatest amount of good may be accomplished, with accurately executed work, in the shortest time possible.

3. While it is not necessary that a *thorough* knowledge of the mechanical construction of the machine be had, still, the operator should understand so much regarding it as relates directly to the more simple working parts.

This knowledge may be had as the result of careful observation.

4. It is sometimes the case that a temporary displacement of the working parts of the machine occurs, often caused by a jar or some unforseen accident, rendering it necessary to suspend the operation until someone is called in or the machine sent out for the purpose of being repaired. If this happens at a time when

the machine is especially needed, it would be, to say the least, inconvenient. The operator should be able therefore to remedy any such defect.

INSERTING PAPER.

5. To insert the paper, lay sheet upon the shelf with top of sheet well down between cylinder and feed roll, taking care that sheet does not project too far on either side. Then turn cylinder from you with left hand and the paper will be carried into position for printing. Be sure that the paper enters the machine as squarely as possible.

The top of sheet should be at least two inches above the cylinder scale before printing.

THE KEYS.

6. With each key on the keyboard, two distinct characters may be printed, depending on the shift key being depressed for the second set.

7. The shift key should be depressed with the small finger of the left hand. See paragraph 40.

8. By depressing the shift key, the cylinder is moved backward and is brought into position to receive the capital letter, or character on upper case.

THE SPACE BAR.

9. The long wooden bar on front of keyboard is called the space bar, and should be touched after each word written, or as often as a space is required.

10. The space bar should be touched *always* with the thumb of the right hand. See paragraph 43.

THE SCALES.

11. To thoroughly understand the use of the scales, the least bit of observation and reflection is required. The cylinder scale (seen by raising carriage) is to enable the correct setting of the carriage on outside scale, to print at any desired point on paper. For instance, if a letter should be omitted on "43" of

cylinder scale, place the pointer of carriage on outside scale at "43," strike the desired character and it will be in its proper place on paper.

TO RETURN CARRIAGE.

12. To return carriage for a new line, take a firm hold of carriage lever, draw it forward, and, still retaining it in this position, bring the carriage to the right. *Do not in any way use the left hand in returning the carriage.*

THE RIBBON.

13. The ribbon moves with the carriage from right to left or left to right, its course being changed when desired, by lifting fork near upper left-hand side of machine, which fork rests on ribbon shaft. To change the direction, therefore, raise the fork, pull out or push in shaft to further groove (being careful not to replace fork in center groove, if there be a third one) and the ribbon will then work with the carriage as before.

14. When the ribbon becomes worn or dimmed in one "path" to have the type strike a new "path," pull forward or shove backward gently, both ribbon spools; in this way an entirely new portion of the ribbon may be utilized.

15. To change an old ribbon for a new one, unwind from one end of spool fully until short piece attached to spool comes into sight; then unpin the ribbon from its end, change course of ribbon as above indicated, and unwind old ribbon. Attach end of new one to spool and wind it as before. When ribbon is entirely wound upon one spool, attach other end to second spool, change direction of ribbon and proceed to write.

THE TENSION.

16. With a machine improperly tensioned, good work cannot possibly be produced. As a rule, the machine when offered for use, is in all respects in a condition for perfect work. The tension has already been adjusted by those well versed in that branch, and does not require altering.

17. It is a common belief among operators, that a different touch is necessary to different individuals. As a matter of fact there ought not to be such a difference in this regard after all. There is but *one* touch and *one only* that will produce good work. *A moderately light, even touch produces the best work.* The touch should be neither a heavy or uneven one.

18. With a high carriage tension, the movement is necessarily jerky, and good work is rendered impossible, no matter then what the touch may be.

19. The carriage and key tension should be regulated so as to be reciprocal; one being neither too high nor too low for the other.

CLEANLINESS OF THE TYPEWRITER.

20. *The typewriter should be kept clean.*

Perhaps no other fault is so prevalent among operators as that of allowing the machine to become and remain in a dirty condition. Certainly there is none which causes more trouble, for evil effects invariably follow. This fault impairs not only the machine, but seriously harms the *operator* as well.

21. If the machine be left exposed, dust will settle upon the rods; when the carriage is moved on these rods, the dust is crushed and will adhere to the parts; the motion of the carriage and its free working power is hereby impeded. It is impossible for any machine to work perfectly or satisfactorily with an accumulation of dust upon it.

22. When the working parts of the machine are clogged with dust and oil, operating is at once made more difficult. The carriage will not move easily; the keys will not depress readily; the tension is impaired, and the machine as a whole is subjected to an abnormal test and strain and especially the springs and working parts, which sooner or later is evidenced by imperfect alignment, thereby throwing discredit on the machine, and *always* on the operator, because inferior work is unavoidable in such cases.

23. The operator who will allow a machine to become dirty is at once branded as an inferior operator, whose services are

CORRECT POSITION AT MACHINE.

rarely sought by the preferred class of employers. One of the best possible recommendations of an operator lies in the condition in which he or she keeps the typewriter.

24. *The type should be kept clean.* When they begin to fill with ink and dust, it is impossible to get a well defined character or clearness of print.

25. Each type should be cleaned by raising the type bar, holding it with the hand, and picking out the particle with an ordinary pin, and then brushing it. In doing this care should be taken that the type bar is not bent.

26. *Above everything else, keep the machine free from dust.* Thus, the question of cleanliness of the machine is one of much importance, and should be regarded as one of the vital matters pertaining to typewriting.

POSITION AT THE TYPEWRITER.

27. The position of the operator at the typewriter is a matter that should receive much more attention than is ordinarily given it, as it has much to do with the general results obtained. The less fatiguing any class of work is made, the more of and the better will it be done. So it is important to consider the easiest position at the machine, at the same time the most graceful.

28. The operator should assume an upright position, thus giving the lungs free expansion, with the shoulders thrown well back, the machine conveniently near the hands, the key-board slightly above the normal resting position of the hands when resting on the knees. With this attitude maintained it is unnecessary to hold the fore-arms in an elevated position requiring much strength, and especially in long continued operating causing great physical strain. Strength thus utilized should be reserved for the wrists and fingers instead. It is much less of an effort and strain to maintain the hands in a position four inches above their normal resting position than at twelve inches.

The position to be assumed, therefore, combines gracefulness with ease.

FINGERING.

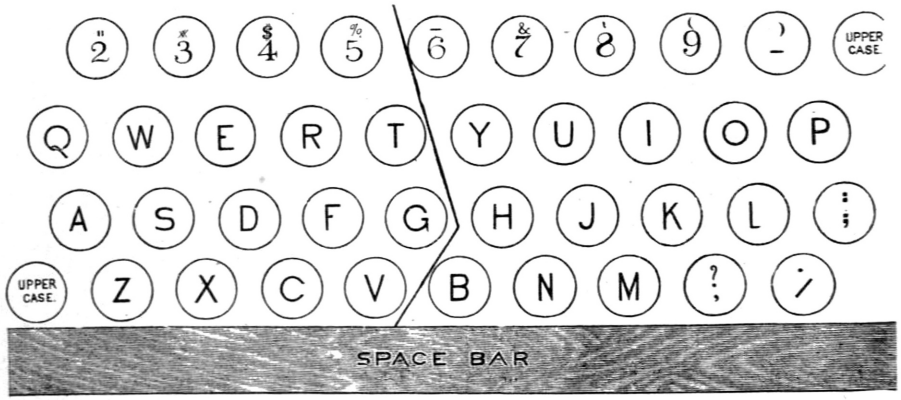
29. Without the proper fingering of the key-board it is quite impossible to acquire speed.

The finger method herein advocated is what is known as the "all-finger method" and is employed by most experts of to-day.

30. All of the fingers should be employed in striking the keys. Each finger should have allotted to it its own territory in which to work, never leaving that territory, except as noted in paragraph 37.

31. The small finger of the left hand should always be used for depressing the shift key, and the thumb of the right hand for touching the space bar.

32. The keyboard should first be divided by an imaginary line, as shown in the following illustration (the universal key-board) the keys to the right of the line being operated by the right hand and those to the left with the left hand.

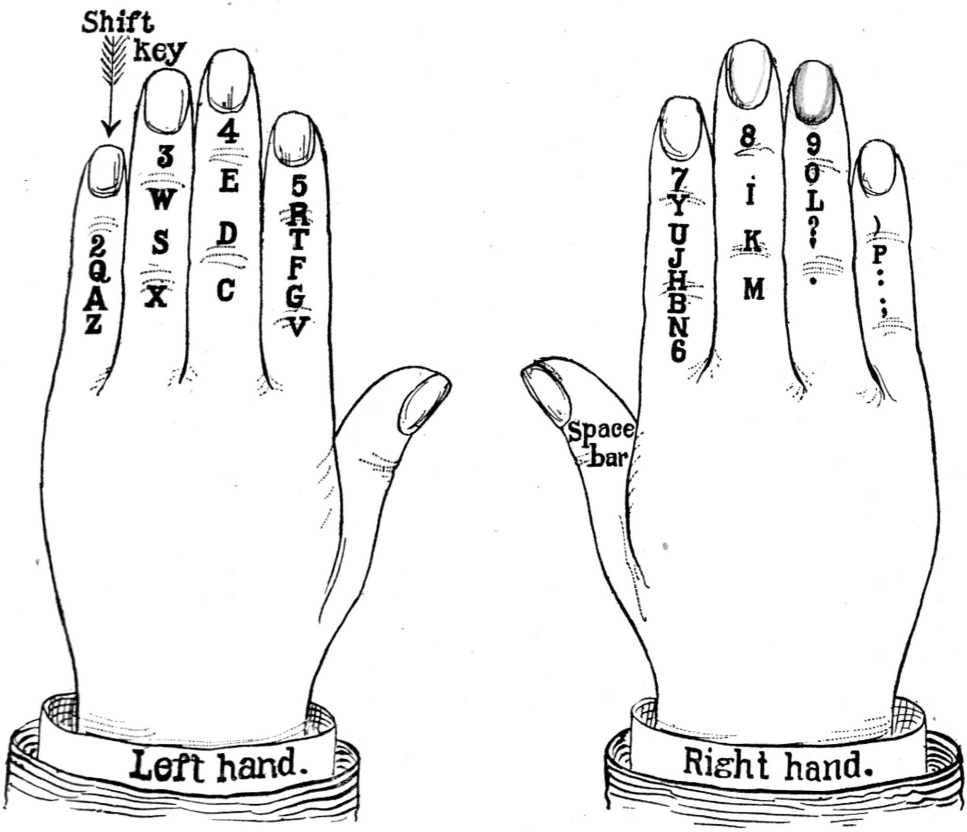


33. Primarily the operator will experience some difficulty in using the third and small fingers for operating. However, strength is soon developed in these fingers, and it is a question of but a brief time when they will have become as strong (so far as strength necessary for operating is concerned) as the other fingers; namely, sufficiently strong to give to the keys that uniform, light, quick touch, the foundation of good typewriting.

This is not a speculative statement but one supported by actual demonstration.

34. By this system of fingering only is it possible to attain to the highest proficiency in the art of typewriting, viz.: being able to write readily without looking at the keyboard.

35. The following illustrations represent the fingers that should strike the keys thereon specified.



36. The first requisite to this accomplishment is to confine the hands to their respective territory of the key-board, thereby avoiding the loss of time by changing position. By ever striking the same keys with the same fingers operating will soon become automatic, the position of one key leading instinctively to that of the following one.

37. By this method of fingering, the superiority of the shift key and compact keyboard is clearly shown over double keyboard machines.

38. While it is an inflexible rule, that the fingers should not be taken from their respective territory for the purpose of striking another key, yet, there *are* words and combinations of rare occurrence that might properly require a departure from this rule. The good judgment of the operator however, should determine when it is necessary to make this departure.

39. Proceed to practice the following exercises, being careful to finger as indicated. The numbers in bold face type apply to the fingers of right hand.

4 1 4 1 2 3 1 2 2 1 1
Abandonment.

4 4 3 4 3 2 3 1
Apoplexy.

1 1 1 2 2 1 3 3 2 2
Burdensome.

2 2 3 2 1 1 4 1 2 3 1
Celebration.

2 3 1 1 4 1 2 3 1 3
Contagious.

2 2 1 2 1 2 4 1 1
Defendant.

2 2 2 3 2 3 2 4 3 1 2 2 4 3
Ecclesiastical.

2 3 2 2 1 1 2 1 1
Electrify.

1 2 3 3 1 2 3 1 3 3 1
Feloniously.

1 2 1 4 3 2 2 2 4 3 3 1
Heraldically.

1 3 2 2 3 4 4 1 1 1
Homeopathy.

4 1 1 2 3 1 4 1 2 3 1
Attestation.

1 4 1 4 3 3 2 3 1
Batallion.

1 1 3 1 2 1 2 1 2 3
Bronchitis.

2 3 1 2 2 2 1 4 1 2 3 1
Condemnation.

2 2 3 1 1 2 1 1 1 2 3 1
Distribution.

2 1 3 4 2 4 3 2 4
Dyspepsia.

2 3 2 2 4 1 2 3 1
Exception.

1 2 4 1 3 2 3 3 1 2 3 3
Fearlessness.

1 1 1 1 3 3 2 1 1
Fungosity.

1 3 2 2 2 2 2 2
Homicide.

1 1 2 4 1 2 2 2 1 1 3 3 1 1 3 3 1 1 2 4 3 3 1 2 1 1 1 2 3 3 1
The quick brown fox jumps over the lazy dog.

4 4 2 2 2 1 1 3 3 3 2 1 1 1 2 1 2 2 3 4 2 1 3 2 4 1 3 1 1 1 1 3
Pack my box with five dozen liquor jugs.

1 1 3 3 4 1 4 1 4 2 2 3 1 1 2 4 1 2 3 4 1 3 2 1 1 1
Frowzy quacks jump, vex and blight.

2122413 221*22121 32 8233
Chicago, December 18, 1893.

223313 1432 1 42423
Messrs. Gale & Adams,

31 33123
St. Louis,

121132221
Gentlemen:--

1311 14131 31 112 111 2131 41 1412
Your favor of the 5th inst. at hand

412 23112113 13122
and contents noted.

2 42 33111 13 12 232423322 13 341 11411
I am sorry to be compelled to say that

31 4223111 31 4 3422 31 113212333 2112111 112
on account of a lack of business during the

4431 11122 21 1311 2311113 21 3133 12 12433
past three or four months it will be impos-

31132 131 22 13 232431 3211 1311 2224122 41
sible for me to comply with your demand at

1123 1222
this time.

4 1111121 22341 31 4 123 32223 3233 12
A further delay of a few weeks will be

4441222241122 1211 2121
appreciated very much.

11131 13113
Truly yours,

22321 44122213
Edwin Zanders.

THE SHIFT KEY.

40. There is no feature of the typewriter so essential to expeditious work as the shift key, when the same is properly operated. In fact, in this device lies one of the main secrets of rapid operating. By the simple depression of the shift key, one is enabled to bring into position two entirely different and distinct sets of characters.

41. It being absolutely necessary that the hands should remain in one position over the keyboard as nearly as possible, the small finger of the left hand *only* should be used for depressing the shift key. In using this finger for the purpose indicated, the left hand is still retained in position for operating, and the fingers ever ready to strike their respective keys without changing

* In this combination, the order of fingering is changed. See paragraph 38.

position of the hand, which would be necessary in case the first or second finger were used for this purpose. The small finger, therefore, operates the *entire keyboard* by a single depression.

42. Heretofore it was regarded as difficult to train the small finger to perform this office, on account of its comparatively weak condition; this wholly theoretical conclusion, however, has been dispelled by actual demonstration until to-day the use of the small finger is the only recognized way of shifting the cylinder, in the advanced methods of operating.

THE SPACE BAR.

43. As it is important to depress the shift key with the small finger of the left hand, so is it equally important that the space bar should be touched with the thumb of the right hand; for in so doing, the right hand is likewise allowed to remain in the one position and the fingers ever ready to perform the work in their allotted territory.

44. The thumb should be turned outward, lengthwise of the space bar when striking, rather than in a cramped inward position.

45. The right thumb only should be used on the space bar. By attempting to use *either* thumb for this purpose, confusion is almost certain to follow, and the result will be that in many instances two spaces will be made instead of one, while again no space at all will be found.

46. *Operating should be purely mechanical.* Therefore, to attempt to use more than a particular finger or thumb for any one key, continuously necessitates the directing of the attention each time to what is about to be done, and operating under such circumstances *can not be mechanical.*

THE TOUCH.

47. In order to give the proper touch to the keys, the proper finger method should be employed. As much depends upon the neatness of typewritten work, special attention should be given to such an important factor, in its production, as the touch, of necessity is.

48. The keys should be struck with sufficient force to throw the type against the cylinder. The stroke should be quick and even, care being exercised to release one key before another is struck. Endeavor to release the key the instant it comes in contact with the paper. If the key is momentarily held against the paper after being struck, it gives a blurred appearance to the work.

49. The force of the stroke to the keys should depend upon the number of copies being made. If three, four or five copies are being made, of necessity the stroke must be heavier than if making but one.

50. Too heavy a stroke, besides producing inferior work, unnecessarily wears both the ribbon and machine. The type will more quickly become filled, as hereinbefore explained, and the type bars are liable to be strained by an unnecessarily continued heavy blow, and imperfect alignment is sure to follow. Not only is there a wear on the machine, but there is an unnecessary expenditure of strength on the part of the operator, causing the arms and fingers to sooner become fatigued.

51. The punctuation marks should be struck lighter than the other characters, otherwise there is danger of penetrating the paper.

OPERATING.

52. An absolutly essential qualification to good and rapid operating is the avoidance of all unnecessary motions. This can only be done by keeping the hands as nearly as possible in the same position over the key board.

53. In order to become an expert operator, accuracy and decision in manipulation, with skill in the general management of the machine, are most essential, and this is made possible only by practice.

54. It is primarily necessary that a thorough mastery of the keyboard be had, and then to operate with ease and accuracy.

55. Even strokes produce the greatest speed and superior work, while uneven strokes not only produce inferior work, but

tire the arms, wrists and fingers and does much to cultivate an unsteady, uncertainty of action, ever difficult to overcome.

56. The proper touch (as before substantially stated) should be a quick, even touch, with sufficient force to cause the type to ascend to the cylinder firmly enough to leave a clear impression on the paper.

57. Avoid striking the keys with too much force; yet, do not strike them too lightly. When struck too hard, there is danger of penetrating the paper. On the other hand, if struck with insufficient force, the imprint will be indistinct. Great care should be taken to strike but one key at a time. The striking of two keys at the same time causes a strain on the type bars, and bad alignment will result.

58. By using all of the fingers for operating, the work is evenly divided, the fingers and wrists become less tired, and the operator is enabled to write for hours at a time without fatigue.

59. The operator should not attempt to write more rapidly than he can write accurately. By learning to operate accurately confidence in one's ability will be gained, which will ever be useful. Without confidence, speed can never be gained. By operating beyond one's limit, a false stroke is acquired, and once acquired is seldom, if ever, overcome. Therefore, if the operator would operate rapidly, he must at first operate slowly, accuracy ever being the first consideration.

60. The following list of words will be found exceedingly beneficial for practice matter.

The following list of words will be found beneficial for practice.

CLASSICAL.	LEGAL.	MEDICAL.
abridge	abeyance	abdomen
accommodation	abscond	abscess
advancement	attorney	acid
articulation	answer	albumen
authenticated	assault	asthma
blackboard	bill	balsam
blushing	black-mail	bandage

bulbiferous brief belladonna
bewailment burglary bismuth
brawny breach bronchotomy

cabinet counsel calomel
curiosity caption camphorated
cardinal case cancerous
catholicism caveat capsule
construction challenge carboniferous

daughter decree debilitate
dedication delinquent decoctum
dissolution disregard diphtheria
distillery disqualification disinfection
demeanor divergency dissection

ellimination element ebullition
embarrassment elicit eczema
embroidery embezzled elixir
emulation enactment emphysema
enterprise encroachment engorgement

fabrication fealty farinaceous
foundation federal feverishness
flexibility forgery fracture
fortification forswearer functional
fortuitouness franchisement furfuraceous

galvanized garnishment ganglion
garniture great-seal glycerine
gerocomical green-goods gastritis
gracelessness gross granulation
graciousness grounds gymnastics
gratification guardianship gynaecologist

haligraphy handwriting haemal
hippodrome heriditament hemorrhage
honourable highway hallucination
hospitality householder hippocratism
hypermeter hypothetical hysteria

identical idiocy imperforate

ignorance
imagination
immediately
immovable
impartiality

January
jealousness
jollification
journalist
juxtaposition
joyfulness

keepership
kindliness
knobbiness
khedive
kennelled
knightly

laborously
laughter
lithographer
legislator
luxuriantly
locomotive

magnificent
majestically
maltreatment
mountainous
motherless
municipality

naturalist
nomination
nutritious
nourishment
November
numberless

illegality
illicit
immaterial
irrelevant
impeachable

jeopordize
judicial
judgment
jurisprudence
justification
jury

kidnapping
knowledge
kinswoman
kindred
knavery
knowingly

legality
lawyer
lawfulness
legitimate
liability
lease

magistrate
maintenance
malpractice
mortgage
motion
manslaughter

nonsuit
notary
notice
nullification
nuncupatory
notorious

incision
infusion
innervation
intemperance
intestine

janitrix
jugulation
jusculum
jujube
julapium
jaundice

kidney
kumyss
kraymeria
kymographion
kyllosis
kleptomaniac

labratory
laudanum
ligaments
laryngography
liniment
lymphatic

macrosceles
magnesia
maniac
masseteric
medicinal
membrane

nasal
nephrotomy
neuralgia
nitroglycerine
nymphaea
noxious

obedience objection obturator
observation obligation occipital
occupation officer odontoma
odoriferous official ointment
operation opinion olecranon
ossiferous ouster oxygen

pacification parties pathological
pathetically plaintiff pectorosus
pestilential perjury pepastic
pilgrimage pleadings pericardium
plenipotentiary preliminary peritonitis
prevaricate promissory prescription

quartette quarrelsome quarantine
quadrangular qualification quarteron
quenchless quasi quinine
quintessence questionable quinology
quotation quit quocidian
quivering questuary quintan

radiancy relevant radialis
realization reasonableness rafraichissant
recapitulation recrimatory recordatus
regularity rehearing regurgitation
remuneration repealable respiratory
representation requisition rheumatism

sacrifical satisfaction salivated
scandalous seduction saphena
seminarian sheriff scapula
slumbering situated scirrhus
somnambulism southeasterly seplasiarius
specification stenographer speculum

temperature tenure tarsotomy
territory termination temporofacial
theatrical threatening trachoma
transfiguration to wit tubercle
treasurer trespass turbinated
triumvirate trover typhohaemia

unabridged
underwriter
unextinguished
universal
unoriginated
upholsterer

varnisher
vastidity
ventilation
vocation
vivificaced
volcanicity

Wednesday
warehouse
whispering
welfare
worldliness
Wisconsin

xantippe
xylography
xestes
xyphosura
xyphirrhynchus
xynoecia

yachting
yearning
yeomanry
youthful
yellowish
yearling

zero
zoolatry
zoophorus
zoological
zygoadactylous
zinciferous

ultimate
unencumbered
unhabitable
unlawfully
unmitigated
unreasonable

valuable
vindication
violence
void
voluntarily
violation

wantonly
warrantly
wherewith
wharfage
wrongfully
withdraw

your
yearly
yesterday
yielded
your honor
yourself

unguentum
uracratia
uraemia
uranisconitis
uriniscoplasty
uropygion

vaccination
varicocele
variola
vellarina
venesection
ventricle

wormgrass
wounded
witchhazel
womanhood
wortwale
wournils

xanthosis
xenodoceum
xeromyron
xiphodimus
xeroderma
xiphoid

yawning
yewtree
yeast
yaupon
yuke
ysambra

zaffran
zingiberin
zoagria
zygoma
zymotic
zythogala

ACCURACY AND SPEED.

61. Before speed is attempted, it is of paramount importance that the keyboard be mastered, and so thoroughly fixed in the mind that the words *there* appear upon the keyboard, and the fingers, acting concurrently with the mind, print the words as rapidly as they are spoken or read. In order to do this, the mind should be so diciplined that the construction of one word flashes across it as quickly as that of another, and the fingers so trained that they will act concurrently with the brain. This is accomplished only by methodical practice, hereinbefore explained.

62. *Aim to cultivate accuracy rather than speed* Accuracy, together with good spelling, evenly written work, properly punctuated and paragraphed, is much preferable to a high rate of speed producing inferior work.

63. Accuracy is the foundation of typewriting, and upon it rests every important consideration, including that of speed.

64. If a high rate of speed is prematurely attempted, to the sacrifice of good work, erroneous ideas are inculcated as to what typewriting ought in fact to be, and when once cultivated will be ever a source of annoyance, and will culminate in disaster.

65. It is conceded by the best operators, that to take dictation direct on the typewriter is the best means of acquiring speed. It is quite essential, however, in pursuing this method of practice, that the dictator should understand how to properly dictate, in order for the practice to be of value.

66. The acquiring of speed is indeed a slow process, and almost imperceptible; but by following the proper methods of practice, it will surely come.

67. While it is the ambition of many operators to equal or excel the high records in speed writing, their aim ought rather be to make the *best record possible for the employer*. For, after all, the greatest and most profitable satisfaction is derived from success in this endeavor. It renders the operator's services indespensible and of more value, at the same time insures ability, by continually fitting the operator, by pursuance of the proper methods, for the highest proficiency in the art of typewriting. If

an attempt be made at first to please the *world* rather than the *employer,* the result will be that *neither* is satisfied.

68. It should be borne in mind that no individual has yet earned a living by writing and re-writing a given sentence even at a high rate of speed. The operator who can correctly transcribe matter at the rate of from forty to fifty or more words per minute, steadily, is worth vastly more than one who can write a memorized sentence at the rate of upwards of one hundred and fifty words per minute.

69. Aim rather to see how *well* you can execute a piece of work than how *rapidly,* always bearing in mind that speed will certainly follow accuracy.

TO WRITE WITHOUT LOOKING AT THE KEY-BOARD.

70. Strive at first to so completely fix the keyboard in the mind that you can readily make a diagram of it on paper when requested.

71. Strike certain keys with certain fingers at all times, using the small finger of the left hand for depressing the shift key, and the thumb of the right hand for touching the space bar. As before explained, the hands are then permitted to ever remain in the same position when operating.

72. If the position of the hands be changed, time is not only consumed, but the position of the keys is lost thereby making it necessary to continually re-direct the attention to the key-board. This should be avoided.

73. For the purpose of convenience, the positions in which to hold the eyes while learning to operate without looking at the keys will be designated as from number one to six, and are as follows: Position number one being the centre of keyboard, or letter "G"; number two, the next bank of keys above, between "T" and "Y"; number three, the next bank still above, on "6"; number four, centre of outside scale; number five, centre of cylinder, and number six, directly over the centre of machine.

74. Proceed, then, to practice in the following manner: keeping the gaze fixed in position number one, being careful not

to allow the eyes to follow the fingers over the keyboard, as is their natural tendency. With the eyes in this position, while all of the characters cannot be distinctly seen, the position of the keys is readily learned. Pursue the same method of practice in each of the other respective positions, practicing the matter following, and assigned to the different positions, until point number six shall have been reached, when the main difficulties will have been overcome; and thereafter by a little practice, the eyes may be raised well above the machine, and the art of writing without looking at the keys will have been accomplished.

75. Proceed slowly in the first stages of the practice, being careful that accuracy in operating is maintained throughout, in the respective positions designated.

76. It is an erroneous idea to suppose that the keyboard should at first be covered, or the operator blindfolded, or even the characters on the keys effaced, in order to accomplish this method of writing. Any of these modes would tend to confusion and inaccuracy.

77. Practice the following exercises with eyes resting in position number one:

as	am	at	and	all
any	after	about	always	agree
await	annum	be	by	but
been	because	behind	before	can
come	could	care	case	do
did	done	dear	deserve	deed
direct	differ	during	desire	draft
every	either	exert	entire	exceed
express	effect	exact	expire	early
expect	estate	for	from	form
firm	first	file	free	fact
floor	great	glad	give	ground
go	hand	hard	had	him
her	he	how	has	hence
held	his	have	here	hold
happen	is	in	it	incline
issue	just	kept	keep	key

kind	less	loss	latter	lease
leave	letter	like	land	large
last	loan	lodge	may	me
might	more	much	made	meet
mine	must	my	now	not
nor	none	neigh	never	nigh
need	name	offer	office	over
of	or	out	on	own
our	oblige	object	only	often
other	obtain	obviate	prompt	price
pound	powder	pledge	place	please
pay	part	quick	quiet	read
request	require	respect	rent	reply
repeat	receipt	receive	refer	regard
rate	real	rear	settle	sue
since	some	sad	self	so
she	stock	store	stand	state
sold	sole	shall	should	show
to	the	turn	treat	trust
that	there	then	this	thing
them	until	under	vouch	cary
send	vex	view	who	why
we	will	was	write	were
while	with	he	what	whether
without	you	yet	your	year
con	com	inter	intro	per
pre	pro	able	ance	ant
ence	ing	ment	ness	tion ward

78. Practice the following exercises with eyes resting in position number two:

accept	access	account	actual	addition
address	adhere	adopt	advance	advise
affairs	already	although	altogether	amount
annum	appear	applied	approve	arrange
arrest	assent	assist	attend	action
balance	behalf	between	borrow	certain
charge	claim	client	complain	concern

continue	contract	connect	convenience	consider
council	codicil	consult	course	commence
contain	covenant	damage	decide	decline
design	discuss	disposed	dispute	defend
doubted	definite	enclosed	evidence	entitle
examine	established	elevate	founder	further
gather	incurred	influence	infringe	injury
inspect	instruct	intent	interest	intervene
invest	junior	litigate	manager	manner
matter	minister	mortgage	necessary	necessity
neglect	notice	nuisance	numerous	obedient
occasion	opinion	oppose	original	premises
premium	prepare	present	probable	proceed
procure	produce	prohibit	promise	property
proposed	provision	purchase	partial	particular
perhaps	person	petition	plaintiff	policy
portion	practice	quantity	question	reason
recover	relative	reliance	reminder	render
restrain	reversion	search	secretary	security
serious	subsist	summons	support	submit
valuation	whether	witness		

79. Practice the following exercises with eyes resting in position number three:

administration	attention	advantageously	applicable
affidavit	application	alleged	ascertained
certificate	compelled	chambers	compensation
consequence	circumstance	condescend	correspondence
communicate	corroboration	debenture	document
excellent	exonerate	executrix	executor
entertain	exemplification	faithfully	gentlemen
incapacity	incumbrance	injunction	installment
insurance	interlocutor	immediate	judgment
judicial	liability	localities	messenger
permanent	possession	prejudice	recognize
register	repudiate	requisition	respondent
signature	satisfactory	ultimate	yesterday

the	then	them	there	these

they	that	than	thin	thine
thing	think	third	this	those
thou	three	threw	thrice	thrift
thrive	throb	throe	throng	throve
thrown	thrush	thumb	thus	thy
tick	ticket	tickle	tidal	tide
tie	tiff	tiger	tight	title
tile	till	tiller	tilt	time
timid	tin	tinsel	tint	tiny
tip	tipped	tippler	tippling	tipsy
tiptoe	tire	tissue	tithe	toad
toast	toe	toil	token	told
tolerance	tomb	tongue	tonic	tooth
topic	torch	torrent	tower	town
trader	traffic	tragic	trail	train
trait	tram	trance	transfer	trapped
traveler	tress	tribute	trick	tricolor
trifle	trigger	tripper	triple	troop
truck	true	trump	trunk	trustee
tunnel	turgent	twain	twanging	twail
two	type	tyrant		

80. Practice the following exercises with eyes resting in position number four:

always	am	amass	amaze	amber
ample	ameer	amen	amend	amiable
among	amount	ample	anchor	anger
angle	animal	ankle	annex	annual
another	anthem	antler	anvil	anyhow
apart	apology	apostle	appeal	apple
apply	appoint	approach	apricot	aquarium
aquatic	arab	arcade	ardent	are
area	arena	argus	arid	arise
ark	arm	aroma	arouse	array
arrear	arrest	arrive	arrow	art
able	ably	ache	achieve	aching
acid	acme	acorn	acquaint	acquiesce
acquire	acquit	acrobat	act	actual

acute	adapt	add	addle	address
adept	advent	advise	afar	affirm
affixed	afford	affray	again	agent
aggress	aghast	agile	ago	agony
agree	ague	ajar	alas	ale
alias	alien	alike	aloud	also
alter	article	artist	ascent	ashes
ashore	asked	asleep	aslope	aspen
as	asperate	asperse	asphalt	assay
assemble	assert	assist	assure	astern
astound	asylum	attain	attic	attract
authority	author	autograph	automatic	avail
avenge	avert	avow	await	aware
awhile	axil	quack	quadrant	quadrille
quadruple	quall	quagmire	quail	quaint
quake	quality	quantity	quarrel	quarry
quart	quash	quay	queen	question
quibble	quick	quiet	quill	quorum
quote	quoting			

81. Practice the following exercises with eyes resting in position number five:

pace	pacific	packet	paddle	page
paid	pail	pain	pair	pale
pall	pallid	palm	pallet	pander
pane	panel	pang	pant	parade
parallel	parasol	parboil	parcel	parch
pare	parent	parol	parson	partner
pathway	pauper	pawl	peal	pease
peel	pen	pensive	penult	peril
perjury	phase	phial	pica	picture
pie	pill	pillar	pinch	pipe
pistol	pitch	place	pliad	plank
plater	player	plenty	players	poach
poet	poise	pottery	power	prefix
premier	price	profess	prospectus	pulp
purse	according	accounted	addressed	addeemed
affirmed	addressed	alotted	annulled	appeared

assessed averred bedimmed bobbed brimmed
budded cheered commenced commission committed
connected cooled corrected correspond dissected
dismissed dizzy dropped embarrassed essayed
fagged glossed gagged garrison hallooed
immitted jarred jappanned lessened manner
manned misspelled occupied overrun paddle
possessed proceeded quarried quipped quitted
recommended redeemed reeled rooted
sapped screened stooped succeeded suggested
summer swooned swooped tittered veneered
vessel whipped zigzagged

82. Practice the following exercises with eyes resting in position number six:

And then. And that. And for. And therefore. And at that time. And at this time. And for the purpose of. For the use of. For the purpose of. For the sake of. For the manner of. On the other hand. On the other side. On the contrary. On condition that there were. On account of the matters and things. As a matter of fact. As a matter of law. As a matter of judgment. As a question of law. There were others. There were many who. There were none that. There were others of the. Being theretofore done. Being of such an opinion. Being of sound mind. Being desirous of. Being known to all as a man who. Being of much more value. Your favor of the 5th instant is at hand and contents noted. Your favor came. In reply would say that there were none of the articles specified in your letter that we mentioned. It was with great disappointment. It was just as was expected. It was not said for the purpose of. Absolutely necessary. After due consideration. Although we are under the impression. As a matter. As soon as possible. At your earliest convenience. Balance of account. Balance due us. Best care and attention. Best of your ability. Bill of lading. Board of Trade. Business point of view. Cannot be attended to. Declared a dividend. Directors of the company. Enclosed

we hand you. Enter into an agreement. Referring to your letter.

ADVANTAGES OF WRITING WITHOUT LOOKING AT KEYBOARD.

83. The advantages derived from operating without looking at the keyboard are almost incapable of enumeration. In the first place, operating is made simple and easy. The mind may be concentrated on the matter being transcribed, which, in the case of shorthand matter is especially desirable. The context is better kept in mind and followed, mistakes are avoided which otherwise often creep into the transcript, when the mind is taken continually from the notes and directed to the location of the keys. Again, much time is consumed in finding and re-finding the place left off at, when transcribing either notes or manuscript that is saved by this method of writing. In short, it admits of a steady, uninterrupted manipulation, saving much time and insuring accuracy.

84. MORRISVILLE, Vt., May 2nd, 1890.

E. G. EASTON, ESQ.,

Sioux City, Iowa.

Dear Sir :—

You will no doubt recall the last interview I had with you. In the course of our conversation, we hit upon the subject of life insurance; and while it was mentioned only in an incidental way, I have had occasion since that time to reflect upon the advisability of investing somewhat in insurance, and take the liberty at this time of asking you to briefly advise me on the subject. What amount do you carry?

Any information on the subject would be appreciated.

Very truly yours,

SAMUEL R. FELLOWS.

85. Sioux City, Iowa, May 6th, 1890.

Samuel R. Fellows, Esq.,

Morrisville, Vt.

My Dear Sir :—

Yours of the 2nd is received. I am carrying policies on my life to the amount of $30,000, distributed among six prominent companies. All were taken out at the same age, within a few months of each other, and I have paid eleven premiums on each. All dividends have been applied toward payment of premiums. I am very well satisfied indeed with the investments I have made in this regard, and would advise you to hesitate no longer, but become insured in some reliable company at once.

Sincerely yours,

E. G. Easton.

86. Detroit, Mich., December 6th, 1892.

Frederick J. Lamb & Co.,

Grand Rapids, Mich.

Gentlemen :—

We received the bill of complaint sent us by your attorneys in your city, and have in preparation the answer, which we will file as soon as it is finished.

We have looked into the pleadings in the case somewhat, and readily conclude that you have a meritorious case, and we will endeavor to secure to you every possible right you have.

We expect the next term of court will commence on the 6th of January next, at which time the calendar will be called, cases arranged and trials begun. We will keep you informed as to the condition of business from time to time, so that you may be in attendance when desired with your witnesses.

We will see that the U. S. Marshal subpœnaes the witnesses you suggest.

Yours truly,

Ware & Lincoln.

87. San Francisco, Cal., April 3rd, 1893.

The Gull Harrow Company,

Toledo, Ohio.

Gentlemen :—

The carload of harrows you recently shipped us, came, but on examination we find there are many defective teeth among them. We first noticed this by one of the harrows falling from the cars in being transferred to truck and breaking. We tried several, and find that many teeth are very defective. It would seem to us from a casual inspection of them that the steel was over-tempered, causing the teeth to be unusually brittle. We also notice that some of the shoes are on wrong, the heels being turned outward instead of towards the centre beam.

We will defer selling any of this lot until we hear from you. If we keep them at all, we certainly cannot afford to pay anything like the regular price for them. Write or wire us what disposition to make of them.

Truly yours,

Edward Batcheler & Co.

88. New York, January 30th, 1893.

Edwards & Noble Company,

Chicago, Ill.

Gentlemen :—

In reply to your favor of the 6th inst., regarding the "Diaphragm Shutter," would say, that the advantages of the principles involved in this shutter are so apparent, that they have from the outset been fully appreciated. It requires little argument to show that the proper place for opening and closing a shutter is in the optical axis of the lens, and in both time and instantaneous photography, it is evident that this shutter, starting its opening with a pin hole and gradually increasing to the size of stop for which it is set and returning in the same manner, will give the effect of the small top, that is, more depth and flatness.

The advantages of this shutter over others are as follows : There are no loose stops. The variation in size of stop is made by turning the black disk, which is supplied with a large index.

Absolute control of time exposure. Large index, giving correct indication of time, in seconds and fractions thereof. Entire independence of speed regulation from the influence of temperature or humidity, besides many others.

We hope you will be able to place your order with us at an early date.

Truly yours,

JOHNSON & BURDETTE.

89. (AFFIDAVIT.)

STATE OF MICHIGAN,
COUNTY OF WEXFORD.

George R. Allen of said county being duly sworn deposes and says that he is a farmer residing within said county and has resided within this state for a period of at least ten years.

Deponent further says that he is acquainted with the present members of the board known as School District Board number 8.

Deponent further says that he at one time and on the 20th day of August, 1891, tendered his services to said board to perform certain work and labor within said district, and that said board then and there gave him employment. That he entered at once upon the duties assigned him, and continued so to work until the same was finished.

This deponent further says that when he had entirely completed said work and on or about the 8th day of November of the same year, he presented a bill for such services to said board; that the same was duly acted upon and rejected.

This deponent says he is at a loss to know why such bill did not receive its proper attention, and makes this affidavit for the purpose of compelling said board to appear before the circuit court of this county and there to make it known why such action was taken by them regarding said claim.

GEORGE R. ALLEN.

Subscribed and sword to before me this 6th day of December, 1891. E. A. BALL, Notary Public,
Wexford County, Mich.

90. ARTICLES OF AGREEMENT, Made and entered into this 5th day of July in the year of our Lord, one thousand, eight hundred and eighty-nine, by and between Jerome C. Dudley of the city of Boston, of the first part and Sarah B. Long of the city of Pittsburg, of the second part.

WITNESSETH, That the party of the first part for and in consideration of the sum of twenty-three thousand dollars ($23,000) to him in hand paid by the party of the second part, the said party of the first part agrees and binds himself, his heirs, executors and assigns to faithfully carry out and perform certain conditions imposed in a deed of trust executed on the 30th day of May, A. D. 1886 executed by George Newland, an uncle of the party of the first part, which said deed of trust is hereto attached and made a part of this agreement.

Party of the second part agrees that should said party of the first part, within three months from the date of this agreement desire to decline the terms imposed upon him in said deed of trust above referred to, that she will, upon receipt of said sum of twenty-three thousand dollars ($23,000) to be paid under the terms of this agreement release said party of the first part from any and all liability thereby incurred, and save him harmless in the matter of the trust imposed upon him between the date of this agreement and the expiration of said three months.

In witness whereof the parties have hereunto set their hands and seals this 5th day of July, 1889.

JEROME C. DUDLEY. (Seal)
SARAH B. LONG. (Seal)

91. BILL OF EXCEPTIONS.

THE CIRCUIT COURT FOR THE
COUNTY OF WAYNE.

EDWARD THAYER,
Plaintiff.

vs.

GEORGE RALSTON,
Defendant.

At a session of the said court, held at the court house in Detroit, in the county of Wayne, on the 7th day of April in the year one thousand, eight hundred and ninety-two.

Present, Hon. George C. McClellan, Circuit Judge.

The issue joined between the parties in this cause came on for trial by a jury of said county, for that purpose duly empanneled, good and lawful men of said county, at which time there came as well the said plaintiff and the said defendant by their respective attorneys; and the jurors of the jury aforesaid, empanneled to try the said issue, also came and were then and there duly chosen and sworn to try the issue aforesaid, between the parties aforesaid.

And upon the trial of the issue aforesaid, the counsel for said plaintiff, to maintain and prove the said issue on his part, gave certain evidence relating to the contract in question and rested his case. And thereupon the counsel for said defendant, to maintain and prove the said issue on his part, gave certain evidence tending to contradict that given on the part of the said plaintiff.

And the said circuit judge, under the charge, and with the directions aforesaid, left the aforesaid issue and evidence given on the trial of said cause to the said jury.

92. WILL.

IN THE NAME OF GOD, AMEN.

I, Eunice G. Lathrop, of the city of New York, being of sound mind and disposing memory, do hereby make, declare and publish this my last will and testament, hereby revoking all former wills by me made of whatsoever name and nature.

First.—I direct that all of my just debts and funeral expenses be paid from the proceeds of my estate, by the executor hereinafter named.

Second.—I give, devise and bequeath unto my beloved daughter Alice, all of my personal property, including my seal-skin cloak, diamond ear rings, pictures, household furniture of every name and nature, together with twenty thousand dollars ($20,000) to be paid her after the sale of my real estate as hereinafter provided.

Third.—I give, devise and bequeath unto my nephew George Martin, two thousand dollars ($2,000), which amount is to be held in trust for him until he shall have attained the age of twenty-one years, provided he shall not have attained that age at the time of my decease.

Fourth.—I direct that the balance of my estate be deeded to the trustees of the Sailors' Home, to be used by them for the purposes of their charge as to them may be deemed proper.

I hereby nominate and appoint Frederick Kingsley of the city of Albany, as executor of this my last will and testament.

EUNICE G. LATHROP.

93. (Form for transcript title page.)

STATE OF MINNESOTA.

The District Court for the County of Ramsey.

EDWARD R. BRIGHAM,
Plaintiff.
vs.
LUCY A. BROWNELL,
Defendant.

The above entitled cause came on for trial before the Hon. Walter C. White, District Judge, with a jury, at the December term, A. D. 1890, of said court, on Monday P. M., December 26th, 1890.

P. O. FULMER, Esq., appeared for the plaintiff.

Messrs. CUSHMAN & BAILEY appeared for the defense.

A jury having been empanneled in the above entitled cause, the trial proceeded as follows :—

94. Edward W. Bellamy,

Being sworn as a witness on behalf of the plaintiff, testified as follows: DIRECT-EXAMINATION by Mr. ROE.

Q. Mr. Bellamy, where do you reside?

A. I reside in the state of Ohio.

Q. What is your business?

A. I am at the present time engaged in the life insurance business.

Q. Do you mean as solicitor?

A. Yes, sir. I also have charge of the distributing department.

Q. What do you mean by the distributing department?

A. That is the department that has charge of the distribution of such matter among the representatives as is necessary to properly advertise the business.

Q. How long have you been with this company in that capacity?

A. I think it is now twelve years since I first engaged with this company.

Q. Are you acquainted with the defendant, Mr. Redfern?

A. Yes, sir, I have a slight acquaintance with him.

Q. Did you at one time call upon him with reference to a matter of insurance, for your company?

A. Yes, sir, I think it was a year and a half ago.

Q. Where did you meet the gentleman at that time?

A. I met him at his office in the city of Cincinnati.

Q. Do you know what business he is engaged in there?

A. Yes, sir, I believe he is an attorney at law.

95. CHARGE TO THE JURY,

BUCK, J.

GENTLEMEN OF THE JURY:—

The plaintiff in this action claims that she is entitled to recover damages of the defendant because of the alleged improper treatment by the defendant of the plaintiff for a malady from which she was suffering. She asserts in her

declaration in this case, in substance, that the defendant falsely represented to her that he was a regular physician and competent to treat the malady from which she was suffering; that he entered upon the treatment of her case and treated her so unskillfully and improperly as to seriously and permanently impair her health and cause her great bodily suffering.

The defendant, by his plea and by the evidence offered in his behalf in this case, denies the claim of the plaintiff, and asserts that he never represented to the plaintiff that he was a regular physician; and he further claims that his treatment of the plaintiff was reasonably skillful and proper under the circumstances in the case.

The important question in this case, gentlemen, and the only important question which you are called upon to decide is, the question whether the defendant, in his treatment of the plaintiff for the malady from which she was suffering, used reasonable skill and care, in view of all the circumstances of the case.

If you find that the treatment of the plaintiff by the use and application of a caustic was improper, then your verdict should be for the plaintiff.

96. The following matter contains two hundred and sixty-two words, and should be practiced until the operator can write it *absolutely accurate,* properly capitalized and punctuated, at the rate of forty words per minute either from dictation or copy. The operator who can accurately write this matter in four minutes, either from dictation or copy may well be considered a first class operator.

One of the most effective sanctions in all conditions of life, but especially in the upper and better educated circles of a civilized society, is what may be called the social sanction, that is to say, a regard for the good opinion and a dread of the evil opinion of those who know us, and especially of those among whom we habitually live. It is one of the characteristics of this sanction that it is much more far-reaching than the legal sanction. Not only does it extend to many acts of a moral

character which are not affected, in most countries, by the legal sanction, such as lying, backbiting, ingratitude, unkindness, cowardice, but also to mere matters of taste or fashion, such as dress, etiquette, and even the proprieties of language. Indeed, as to the latter class of actions, there is always considerable danger of the social sanction becoming too strong. Society is apt to insist on all men being cast in one mold, without much caring to examine the character of the mold which it has adopted. And it frequently happens that a wholly disproportionate value thus comes to be attached to the observance of mere rules of etiquette and good-breeding as compared with acts and feelings which really concern the moral and social welfare of mankind. There is many a man, moving in good society, who would rather be guilty of, and even detected in, an act of unkindness or mendacity, than be seen in an unfashionable dress or commit a grammatical solecism or a breach of social etiquette.

OILING.

97. Great care should be taken not to use too much oil on the typewriter. When occasion demands its use, be sure to wipe off as nearly as possible all that has been applied, as an accumulation catches the dirt and dust and quickly forms an impedement to the easy running of machine.

98. Whenever oil is used, be sure that only the best is applied.

99. It is advisable to have a cloth well saturated with oil mixed with benzine, with which the front and back rods should be wiped every morning at least, and as often as necessary for an easy movement of carriage.

ALIGNING.

100. In case it should become necessary to align the type, use the letter "n" as a guide.

UNDER SCORE.

101. Words may be emphasized by using the underscore, on upper case of "6." To underscore a word, return carriage to

commencement of such word, and strike said key for each letter in word or words, being careful not to strike too heavy for fear of penetrating the paper.

MANIFOLDING.

102. In manifolding, it is necessary to strike the keys slightly harder than for printing but a single sheet. How much greater the stroke should be, depends upon the number of copies being made, and is solely a matter of judgment with the operator.

WRITE THE SHORTHAND CHARACTERS DISTINCTLY.

103. Care should be taken with the writing of the shorthand characters. If the stenographer is careless in this regard, much time is lost in deciphering notes which would otherwise be saved if care were exercised in the first instance.

THE POSITION OF COPY.

104. If the copy could be placed directly over the keyboard, operating without looking at the machine would be comparatively simple. With the copy held on either side, the keyboard is entirely out of range of vision of the eyes, the neck and shoulders become tired, and the erect, easy and graceful position that should be assumed at the machine is rendered impossible.

105. The position of the copy therefore, should be directly over the machine, in order not only that the correct position of the operator may be maintained, but the operating without looking at the keyboard may be readily acquired.

DECORATIVE WORK.

106. Too much time is often given to the decoration of a page of typewritten matter by different characters, to produce what is called "fancy work." In some instances work of this kind has been so ingeniously and skillfully done as to elicit the admiration even of those opposed to it. From a practical standpoint, however, this work is useless, and the time given to its production could be much better spent in actual practice.

107. As a rule, employers do not desire a page adorned with superfloud decoration. Taste would dictate that only

enough be added to give the page a neat appearance, rather than a highly embellished one.

THE WRITING IN SIGHT.

108. It would seem that the impression is prevalent among some operators that considerable advantage is derived from having the writing in sight. This is a serious mistake. Instead of being a benefit to the operator, it is a decided obstacle.

109. The sight of *what has been* written necessarily diverts the attention from what is to follow. The mind should be concentrated upon the matter being transcribed, rather than upon what has been transcribed. To attempt to think of what has been done, and what is being done at the same time, leads to confusion, and errors are certain to creep into the work, which otherwise would be avoided.

THE KNEE SHIFT AND CARRIAGE RETURN.

110. It is frequently asked why a knee shift is not provided for shifting the cylinder, rather than the present device employed for this purpose. Various reasons might be assigned why one should *not be* provided, nor used.

111. In the first place, the fingers are abundantly capable of manipulating the keyboard without the aid of the limbs. Inasmuch as the latest attachment in shiftkey especially on the Remington admits of the cylinder being most easily shifted, it is absurd to wish for anything more simple.

112. To say the least, it would be exceedingly inconvenient for operators accustomed to the use of some additional device attached to a machine, to be compelled to operate a machine not having it.

113. It is well known that operators are often required to use other machines than their own; and to rely upon a device separate and apart from the machine as constructed, to shift the cylinder, would militate against successful operation materially.

114. It must, of necessity, be a complicated attachment that would successfully return the carriage at any point on the carriage way for a new line. If indeed such a device could be used at all, it would be of little or no service, insofar as saving

time is concerned. While the carriage is being returned for the commencement of a new line, the fingers *cannot* be at work, and the hand is much better employed in returning the carriage than any attachment could be; for, in rapid operation, even a momentary relaxation of the nervous forces, would retard the speed. *In rapid operating there must be a continuous motion.*

115. Splendid results have been attained by many operators on the Remington typewriter as it is constructed, without the employment of foreign cumberous devices, the advantages of which are certainly wanting.

HURRY TO LEAVE COLLEGE.

116. It is to be regretted that students often times are over anxious to complete their course in stenography and typewriting, and very frequently they leave the place of learning much too soon. This is a mistake, and one which is liable to result disasterously to them. After having gained a limited knowledge of these studies, and acquired the arts fairly well, they invariably leave at a critical time, when to longer stay would mean success to their efforts. If the instructor, or those in charge remonstrate with them, it is usually construed to be from a purely mercinary standpoint rather than for the student's individual benefit.

117. Students of this inclination should bear in mind that if to study a month or two longer would make them competent stenographers and typewriter operators that the time is judiciously spent, and whatever is paid by way of tuition during such time is but a mere trifle when compared to the ultimate benefits to be derived.

118. It is on this account that so many failures in stenography and typewriting occur, and such failures will continue, as long as insufficient time is given these studies. At best but an *approximate* time can be stated in which one may learn stenography and typewriting. Some more highly gifted may become proficient sooner even than the stated time. Those who cannot, should, inasmuch as the studies have been undertaken, give whatever time is necessary, even though it be twice or thrice the usual time.

119. *Therefore, in order that success may be realized, learn your profession well before attempting to enter into actual work.* Apart from the superior pecuniary considerations resulting to the stenographer and typewriter operator of ability, the feeling of pride and satisfaction in one's capabilities does much to repay for the efforts and expenditures made in acquiring those arts.

MISCELLANEOUS.

120. Make infrequent erasures.

121. Do not lift the carriage too often to look at work. Time is thereby uselessly consumed, and confidence in operating is lessened.

122. The space bar should be struck once after a comma, twice after a colon or semicolon and three times after a period or full stop.

123. It is advisable to acquire the habit of striking the space bar before commencing a word.

124. Special attention should be given to the proper division of words. By the exercise of good judgment the use of the hyphen is easily acquired.

125. The too frequent use of the comma should be guarded against, as it is better to make too few than too many commas.

126. A basket revolving brush of any kind for cleaning type causes a strain on the type bars, and should be condemned. Bad alignment will follow about as soon as the types are cleaned.

127. It is important that the machine be kept in a dry atmosphere, in order to preserve the brightness of the nickeled parts. If permitted to become damp, a rusty condition of the nickel will result.

128. It is recommended to keep in a tin box all ribbons not in actual use, to prevent being affected by the atmosphere.

129. Black record ribbons are not affected by atmosphere, nor does work done by them change in appearance. This is equally true of indelible copying ribbons.

130. Inferior ribbons should not be used. The cheaper grades of ribbons are made from coarse material, poorly inked,

and will readily wear out. Their only recommendation being that they are cheap.

131. It is not necessary to use a back sheet when making a single copy. The cylinder is composed of material intended to do no harm to the type even when coming directly in contact with it. The use of the back sheet induces a harder stroke than is necessary, and on the whole can well be dispensed with.

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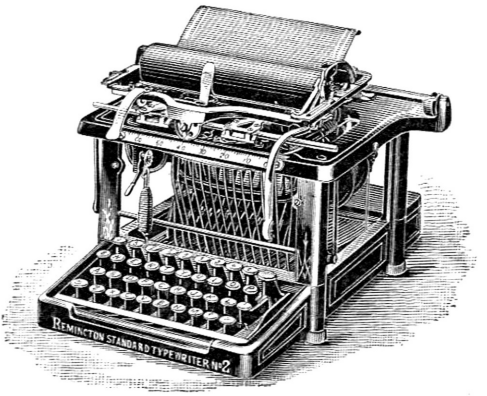

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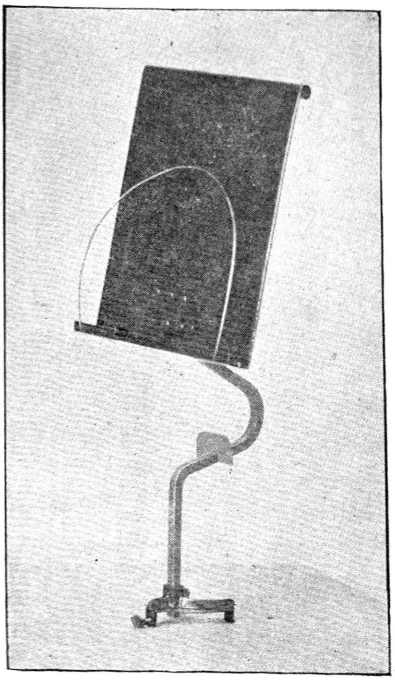

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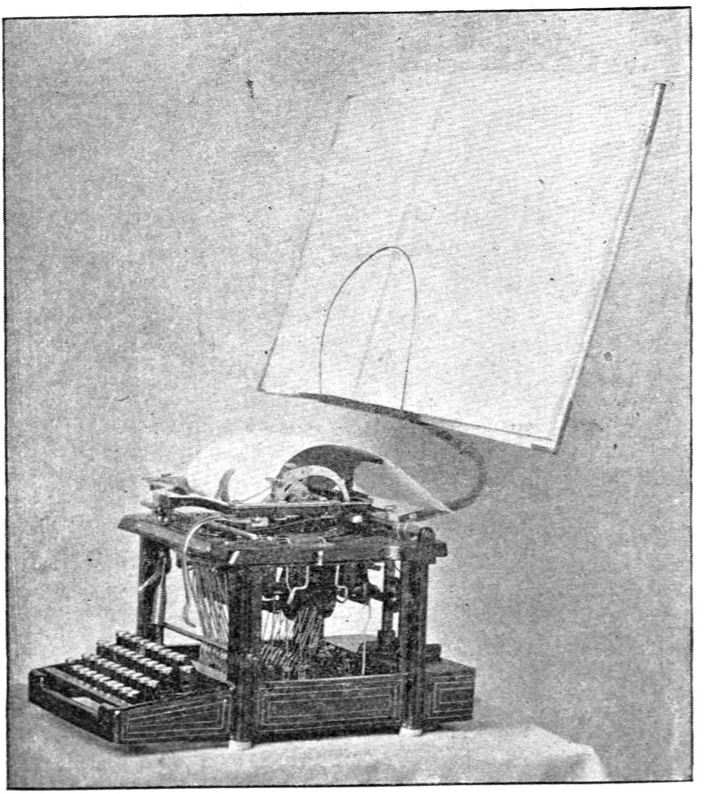

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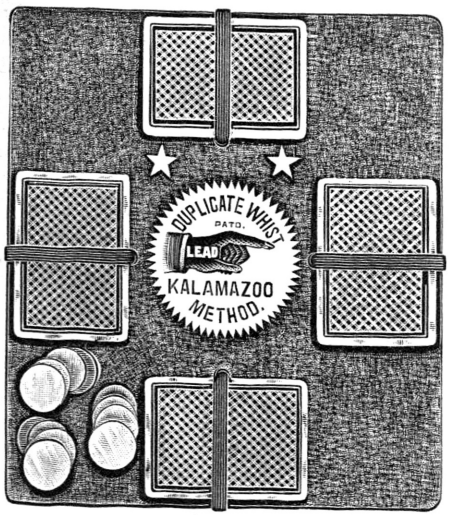

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